

STATE EMERGENCY RESPONSE COMMISSION

Meeting Minutes September 19, 2012

Commissioners

Marjorie Crofts – Vice-Chair DNREC/DWHS
Michael Chionchio – State Fire Marshal
Sen. Bruce Ennis – DVFA
Robert Newnam – DE State Fire School
John Verdi – Chemical Users
Jim Paige – DSP

David Irwin – New Castle County LEPC
Colin Faulkner – Kent County LEPC
Charles Stevenson – Sussex County LEPC
James Lee – Consignees
Dr. Rick Perkins – Div. Public Health

Members/Visitors

Rich Antoff – DNREC
Bob Barrish – Citizen/Kent LEP
Lisa Dunaway – DHS
Eric Huovinen – Sussex EMS
Kevin Kille – DEMA
Cheryl Littlefield – Beebe Medical Emerg Mgmt
Keith Lamey – DSP/MCSAP
Jesse Lantz – DAFB EM
Joe Leonetti – NCC DECON

Christopher McDonald – DAFB EM
Ellen Malenfant – DNREC/ERB
Lois Mathews – DEMA
Roger Minner - DWS
Joe Murabito – LEPC NCC
Robert Pritchett – DNREC
Rob Rogers, Bayhealth Safety
Andy Wile, Nanticoke Hospital

The September 19, 2012 meeting of the State Emergency Response Commission (SERC) was called to order at approximately 9:00 am by the Vice-Chairman Marjorie Crofts, who presided over the meeting on behalf of Secretary Schiliro, Secretary Department of Safety and Homeland Security. The attendees introduced themselves and a quorum was present. Vice-Chair Crofts introduced new SERC Commissioner Mr. John Verdi who will represent the Chemical Users stakeholder group, and also welcomed Dr. Rick Perkins who is the new SERC designee of Dr. Karyl Rattay representing Public Health. The June 13, 2012 meeting minutes were approved as written, following a motion by Robert Newnam and second by Sen. Ennis.

STANDING COMMITTEE REPORTS:

Summary of SERC finances as of 9/13/2012

SERC Fee Holding Account:

Carryover from 2011 calendar year	+ \$ 242,900
Fees received thus far in 2012	+ \$ 282,240 (a)
Projected reimbursements thus far	- \$ 40 (b)
Support for HazMat Training Workshop	- \$ 6,500 (c)
Annual disbursements for FY 2013 (approved at March 2012 meeting and completed in June 2012)	- \$ 272,541 (d)
Account balance as of 9/13/2012	+ \$ 246,059

Decon Trailer Replacement Account:

Carryover from 2011 calendar year	+ \$ 290,869
Interest received thus far in 2012 calendar year (1st eight months)	+ \$ 1,136 (e)
Deposit in June as part of SERC FY 2013 disbursements	+ \$ 30,000 (d)
Account balance as of 9/13/2012	+ \$ 322,005

Notes:

- a) Reports and fees from facilities covering calendar year 2011 were due (to be postmarked) by 3/1/2012. A small amount of additional fees is expected as we continue processing submissions and following up on delinquent reporters. Net fees collected in 2011 totaled \$286,880.
- b) Reimbursements will be necessary to a small number of facilities for reporting errors. These will be identified as submission reviews are completed. Reimbursements are typically mailed to facilities later in the year. Reimbursements in the last two years have totaled less than \$300.
- c) At the December 2011 SERC meeting, the HazMat Training Workshop Committee requested \$6,500 from fee funds to cover food and mementoes to support the Workshop. The request was approved. Funds were transferred out in March, for the workshop held March 30 & 31, 2012.
- d) Disbursements approved in March 2012 for FY 2013 were as follows:

Agency/Organization	FY 2013 Approved Allocation
City of Wilmington LEPC	\$ 54,645.00
New Castle County LEPC (account maintained at DSFS)	\$ 71,091.00
Kent County LEPC	\$ 37,419.52
Sussex County LEPC	\$ 68,795.81
SERC IT Committee (account maintained at DSFS)	\$ 10,590
Transfer to decon. trailer replacement account (b)(c)	\$ 30,000
Total	\$ 272,541.33

- e) Interest will continue to accumulate. Effective July 2008, interest from both the Fee Holding Account and Decon Trailer Replacement Account are to be jointly deposited into the Decon Trailer Replacement Account.

Planning and Training Committee – Mr. Jamie Turner and Mr. Kevin Kille

The State Emergency Response Commission Planning and Training Committee met on August 23, 2012 at State Emergency Operations Center (EOC). DEMA Director Jamie Turner called the meeting to order at 9:00 am with 10 members present. The May 17, 2012 meeting minutes were approved.

- **SERC Quarterly Meeting Agenda:** Meeting will occur on September 19 at the Fire School. Hardcopy provided for review. Discussion followed on the proposed presentation for the meeting. The topic of the presentation shall be the chemical contamination incident at Bayhealth at Milford Hospital by Mr. Robert Rogers, safety and emergency manager at the facility. Chip Stevenson will coordinate the event. Cheryl Littlefield, emergency manager at Beebe Hospital, and Andy Wile, the emergency manager at Nanticoke, will also be invited to assist with the presentation. Issues to address during the presentation should include the 9-1-1 call, the need for a Decon shower unit at the hospital, and management of bystanders.
- **HMEP Update:** Initial sub-committee meeting occurred immediately after the SERC meeting on June 13. Reviewed actions needed to be taken to expedite the Grant for FY-12. Also noted need for strategic plans, training plans, and long-term goals and objectives from each sub-grantee. For FY-12, we expect to reallocate some funding for the approved activity request for 6 members within State of DE to attend the Emergency Preparedness Hazmat Response Conf. Estimated cost: \$1,330 per person. Fiscally moved funding of \$5,514.60 from planning to training within New Castle County LEPC to cover the High-Pressure Cargo Tank 2-day training, to be completed August 18. That will complete all of NCC activities within the FY-12 grant year, including two persons to attend the Emergency Preparedness Hazmat Response Conference (EPHR). Wilmington LEPC continues work on this year's activities, including attendance at the EPHR conference. Kent has completed all facility visits. They have expended about \$7k. The remaining funding to be used for one person to attend the EPHR Conference. Sussex County completed ammonia training, expended \$1,700 out of their \$3k budget. Remaining funding will be used to send one person to the EPHR

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Conference. Fire School: still awaiting some EMS and refresher courses to be completed before end of grant year. Everything within DEMA and DNREC funding has been fully expended and on pace. For FY-13, application had been submitted on time in May. Spoke to US DOT PHMSA HMEP Point of Contact Carla Shepherd. Due to their staff transitioning, the FY-13 award should be issued during the first week of October. Carla verbally stated that our application looks good, but they still await official word on award application from the head of US DOT.

- **6th Annual DE HazMat Training Workshop:** The Workshop has been scheduled for April 5-6, 2013 at the Delaware State Fire School. Dave Irwin briefed status of preparation. Workshop Planning Committee met on August 16. Approximate cost of food per attendee: \$8.00, from the Ladies Auxiliary. Invitation for the 31st CST should be processed through the Delaware National Guard.
- **Hazardous Material Transportation Study:** SERC Executive Director contacted GSS State Contracting office. This project comes under “professional services” at a cost of \$40k. We will obtain 3 estimates, or follow the sole source approval process (DSHS approval required). Once approved, we proceed with the vendor. Project may begin as early as October 1, 2012 when the HMEP Grant FY-13 is awarded, but certainly by January 1, 2013 if the vendor approval process takes longer than expected. The SERC approved the specifications presented by the HazMat Study Committee at the March 2012 SERC meeting.
- **LEPC Plan Review:** Copies have been requested of all LEPCs. SERC Executive Director has received New Castle County’s and Sussex County’s updated plans and expects to receive Kent County and City of Wilmington’s plans for review by the Planning and Training Committee.
- **SERC Membership:** Kevin Kille appointed as SERC Executive Director. All commission positions filled, with the exception of the Highway Transportation Representative. Unsuccessful in locating candidate, 3 candidates identified and contacted, but none of them completed the on-line application.
- **SERC Appointments:** Kevin Kille appointed as SERC Executive Director.
- **Review of Draft SERC Annual Report:** The draft report had been previously provided to the sub-committee members via email. A hard copy was provided to the members at the meeting. Final draft approved for circulation to full SERC members for approval at September 19, 2012 meeting.
- **Closing Comments:** Mr. Turner reviewed the following 2012 meeting dates: Planning & Training Committee will meet on November 29 @ 9 am at DEMA Headquarters. The SERC quarterly meetings will be September 19 and December 12 at 9 am at the Delaware Fire School. The meeting was adjourned at approximately 10:15 a.m.

State Decon Trailer Committee. No report this meeting, as this committee’s September 5, 2012 meeting was postponed until September 19, 2012. A report of that meeting will be available at the December SERC meeting. The next meeting of the State Decon Trailer Committee will be December 5, 2012 at 10 am at the Delaware Fire School.

Information and Technology Committee – Steve Owens and Robert Pritchett

The Information & Technology (IT) Committee met on Sept 5, 2012 with 9 people present.

BUSINESS:

- Minutes of the June 6, 2012 meeting were approved as presented.
- Ongoing Tier II Manager projects - These projects involve the plotting of TIER II facilities and working with the fire dispatch centers in each county to align the facilities in the correct fire district. 911 cross street data is being entered. Once the data is entered and reviewed, this will allow us to move forward with the roll-out of the system to the Fire Chiefs/Departments, and creation and distribution of backup disks.

- Status of upgrade to Tier II Manager .NET version in 2013 – Planning work for upgrade to the .NET version 2013 is continuing. DNREC is working with the contractor, developing the system module by module. Will be able to review and test beta version of the first module being developed (the facility report submission module) in the near future.
- ADC map page designations are being used in New Castle County. New Castle County Fire Board is entering the new ADC map data into their system. The data entry is approximately 50% complete. Kent and Sussex Counties do not use the ADC map info in the system.
- EPA rule changes concerning Tier II reporting requirements - Beginning January 1, 2014, a series of new data elements will be required to be reported on Annual Hazardous Chemical Inventory Tier II forms. This change is due to changes in 40 CFR Part 370. Delaware has already been collecting some of the new elements and the changes should have minimal effect on industry.
- Annual newspaper ads - The required newspaper ads have been published. The New Journal carried the ads on 6/24, the State News on 7/13 and 7/18. In addition the State News will be publishing a special Fire Fighters Edition on 9/9 and the information will also be published in this edition. The total cost for all (approx \$1350) was under the budgeted amount.
- Outreach materials - Proposed outreach material was reviewed. This material has been under revision and discussed at previous IT Committee Meetings. It was decided that 1000 of the chemical release notification business cards and 3000 of the EPCRA flier should be printed for distribution and use. DNREC will obtain printing costs and investigate funding alternatives.
- Informational items:
 - Bob Pritchett noted that IT Committee Meeting information was being posted on the State Public Meeting Calendar.
 - Joe Murabito reported that planning has started for the 6th Annual Hazardous Materials Workshop to be held in April and Industrial sponsor support will be solicited.
 - Discussion was held on Wally the Wise Guy usage guidelines and if any of the printed information could be posted on the State web site for public use. This issue will be researched due to copy right questions.
 - It was noted that a new version (2.3) of the Web-based CAMEO Chemicals has been released from NOAA. It is a chemical reference system, and is available on the NOAA web site, as well as a link within Tier II Manager.
 - Effective 9/1/2012, EPA has removed the nationwide database of LEPCs from their website, essentially due to difficulties in maintaining the data. The list of SERCs is still being maintained.

NEXT MEETING DATE/TIME: The next meeting date is Wednesday, December 5, 2012 at 9:00 a.m. at the Fire School in Dover.

LOCAL EMERGENCY PLANNING COMMITTEE (LEPC) REPORTS

New Castle County LEPC Committee Report – Mr. David Irwin
There have been two LEPC meetings since the last SERC meeting.

The July 9, 2012 LEPC meeting was hosted by Ashland Research Center, 500 Hercules Road, Wilmington, DE 19808. Twenty-three individuals attended.

Highlights:

- Committee Reports –

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- Finance – Chairman Irwin reported that DNREC had transferred \$71,091 from the TIER II fees to the LEPC. Adding that to the LEPC FY 2012 carryover amount of \$26,850 brings the total FY 2013 budget to the SERC approved amount of \$97,941.
- I.T. – In Vice Chairman Murabito's absence Chairman Irwin reported that the TIER II Manager is still working with fire dispatch centers to verify facility addresses. Once validated Fire Chiefs will be granted access to TIER II data for their respective districts. He also reported that the need for ADC map page designations is still under review since New Castle County is the only county that is using ADC maps.
The group discussed the possibility of including the Wally Wise Guy program on the SERC website.
- Training – Committee Chairman Mark Dolan reported that one training program has been conducted during this period. The Energetic Materials Awareness Training sponsored by DNREC was conducted by WMD/CBRNE specialists from Jesse Taylor Ltd. and bomb technicians from the Delaware State Police Explosive Ordnance Disposal Unit and hosted by the University of Delaware at the former Chrysler site. He also announced that the 11th Annual NCCIHMR Planning and Training meeting is scheduled for Wednesday, November 7th, 5:30 pm – 9:00 pm at the Elsmere Fire Company
- Transportation – No report
- SERC/DEMA Activities –
 - Kevin Kille announced that going forward he will be DEMA's representative at LEPC meetings.
 - The Annual SERC draft report is under review by Key stakeholders.
 - The NCC HazMat Transportation Study is still on target to be completed in 2013
 - Continuing to track 2012 HMEP Grant performance and awaiting PHMSA FY2013 Grant approval
 - DENS program has been enhanced
- TIER II Report - DNREC's Kris Gontkovsky reported that \$276,000 has been collected as of 7/9/12. Out of 1,938 facilities 135 have not reported.

The September 10, 2012 meeting was hosted by the DuPont Red Lion Facility, 766 Governor Lea Rd, Delaware City, DE 19706. Approximately twenty-five individuals attended.

Highlights:

- Committee Reports –
 - Finance – Chairman Irwin reported that expenses since last meeting were \$15,642 which leaves a budget balance of \$82,299.
 - I.T. – Vice Chairman Murabito reported that a small percentage of facilities still have not completed their TIER II submission. The TIER II Manager is still working with fire dispatch centers to verify facility addresses. He also reported that the New Castle County Fire Board is entering the new ADC map data into their system. Data entry is approximately 50% complete. The required Community Right-To-Know newspaper ads have been published. Group discussed the changes to the 2013 TIER II forms resulting from 40

CFR Part 370. Proposed outreach material was discussed, DNREC will obtain printing costs.

- Training – Committee Chairman Mark Dolan reported that one training program has been conducted during this period. The 8 hour High Pressure Tank Truck Emergency Response Workshop was conducted by STTS and was hosted by the Elsmere Fire Company. The program was conducted on 8/17 and repeated on 8/18 to accommodate NCCIHMRM and DNREC work schedules.
- Transportation – Chairman Al Stein gave a presentation about a secondary containment device that is being marketed by a company called TGO Technologies, Inc. that is being advertised as a replacement for the “C” Kit. As designed the device will not work. THE CHLORINE INSTITUTE is investigating the misleading and false statements made by TGO and has requested PHMSA to investigate. The LEPC will monitor and report on future developments
- SERC/DEMA Activities – Kevin Kille informed the group about the Active Shooter video, Run, Hide, Fight that is available for viewing on the DEMA website. Chairman Irwin forwarded the video URL link to all LEPC email recipients. Kevin also informed that group about the upcoming quarterly REP drill.
- National Preparedness Month presentation was given by NCC OEM, Joe Cochran. Chairman Irwin also discussed the FEMA ready.gov website.
- Emergency Response Guidelines were distributed to appropriate LEPC members
- Operation White Cloud was discussed by Director George Giles
- The group also discussed the recent explosion at the Homalite facility that involved 76 lbs. of organic peroxide and the risks associated with emergency responders responding to incidents at facilities where the quantities of EHS materials fall below the TIER II threshold.

SERC/DEMA Activities:

- Submitted LEPC Annual Performance Report for SERC Annual Report
- Reviewed the draft SERC Annual Report
- Participated in Information and Technology Committee Meeting (9/5)
- Participated in Planning and Training Committee meeting (8/23)
- Submitted quarterly HMEP Grant progress report
- Facilitated 6th Annual HazMat Training Workshop Committee meeting (8/16)

Emergency Response Plan Reviews and Facility Visits:

- Conducted five Plan Reviews and Site Visits: Motech Americas, FMC Corporation, Evraz Claymont, Giles Ransome and Advanced Material Technology.
- Partnered with the DNREC Accidental Release Prevention Group to conduct Emergency Plan Review at the Burris Refrigeration facility.

Exercise Status:

- Participated in the GE Energy Tabletop Exercise.
- Served as an evaluator in the Port of Wilmington Full-Scale Exercise
- Continuing to work with Consultant to finalize Functional Tabletop Exercise After Action Report (AAR).

Hazmat Incidents:

- No incidents since the last SERC meeting required activation of NCCIHMRM.

NCCIHMRM:

- Participated in the DNREC sponsored and U of D hosted Energetic Materials Awareness workshop

- Facilitated and participated in the 2-day (8/17-18) High Pressure Tank Truck Emergency Response Workshop hosted by Elsmere Fire Company and conducted by STTS
- Presented NCCIHMRM History and Response Capabilities presentation to Croda Management Team (7/11)

Outreach Initiatives:

- Participated in six CAP meetings, Croda (9/6), Delaware City Refining (7/17,8/14,9/11), Dow (9/14) and FMC (9/19).
- Participated in DC CAER meeting (7/12)
- Delivered HAZMAT/S-I-P module in NCC OEM sponsored CERT program (7/13).
- Participated in the DuPont Chemicals & Fluoro Products Safety Fair (6/14)
- Participated in the Timber Farms Community Day Event (9/9)
- Participated in five Delaware City Refining Community and Open House Planning Committee meetings (7/17,8/14,8/30,9/11 and 9/17)
- Attended the Coast Guard Sector Delaware Bay Area Committee meeting (7/18) and reported on the NCC for LEPC sponsored Functional Tabletop Exercise.

Additional Staff Activities:

- Attended Kent LEPC Meetings (7/10 and 9/11)
- Attended Sussex LEPC Meetings (7/12 and 9/13).
- Attended Wilmington LEPC Meeting (7/13).
- Documented 6 facility release reports
- Served as technical resource to one LEPC member and one state agency

The next New Castle County LEPC Committee meeting is scheduled for Monday, November 19, 2012 @ 2:30 pm.

City of Wilmington LEPC Report – Mr. George Giles - Not present to report; however the following report was submitted electronically prior to the SERC meeting:

- **Budget:** FY13 budget received. There was no FY12 overage. Members were urged to please call the office if you need help with training or anything we can do for your company or business.
- **Facility Visits:** EHS site visits completed. No report this meeting.
- **HazMat Training:**
 - On Sept 8, 2012 there was a full scale hazmat drill at the Port of Wilmington. This will fulfill our LEPC requirements. A tabletop was held prior to full exercise.
 - We participated in the state radiological emergency program drill on May 22, 2012.
 - There was an active shooter drill with the Wilmington Hospital in August.
- **HazMat Responses:** NONE. Worked with Wilmington Fire Department Hazmat technicians on the new HazMat trailer put into service.
- **Exercise Status:**
 - Will continue to work with Noramco on their drills and exercises.
 - Will stay active with the POW on all exercises. Hot was filled the yearly LEPC drill requirement.
- **Planning and Outreach:**
 - Continue teaching an all hazards approach to citizens, community groups, business groups and our City employees.
 - Participated in the Blue Rocks Emergency Preparedness night with the state, City and NCC Citizens Corp handing out material to approximately 3000 citizens. The night was very successful.
 - In September, George Giles will be a part of a discussion panel at the EPA Conference in

Baltimore.

- **Hazardous Substance and Hazardous Material Plan:** The City of Wilmington plan was updated and reprinted in September 2009. We continuously are updating the plan and making corrections.

The next scheduled meeting for City of Wilmington LEPC Committee is set for Friday, November 9, 2012 @ 10 am.

Kent County LEPC Report – Mr. Colin Faulkner

Regular LEPC meetings continue on the second Tuesday of odd numbered months.

Activity since last SERC meeting as follows

- Decon: Regular training continues on the 3rd Tuesday of the month
- One response to Milford (Sea Watch, Inc.) for a chemical weapons incident which resulted in decon of several workers/responders and an extended stand-by awaiting response from Aberdeen Proving Ground personnel. Attended DAFB/Aberdeen training regarding prep for disposal of retrieved chemical weapons and medical management of symptomatic exposures.
- One response regarding a stand-by and preparation in support of DSP SWAT for a meth-lab raid with no decon operation.
- Participated in a DAFB mass casualty exercise and processed approximately 20 victims. Preparations for NASCAR Race Week complete.
- Technical Rescue: One response for assisting patient extrication from a dwelling involving opening the second floor wall and securing the structure from that operation.
- One response regarding the damage from an EF-0 tornado involving securing several open roofs with lumber and tarps.
- Statewide Trench Rescue Weekend scheduled for 27-28 October in Cheswold.
- Tier II: Bob Barrish conducted 5 FV's in August. Reports received. He plans to do 3-5 in September.
- Outreach: Actively participating in planning and managing Family Emergency Preparedness Day to be held 22 September at the State Ag Museum.
- HSEEP: AAR/IP reports received for the BayHealth and DSU exercises.

The next Kent County LEPC meeting will be 13 November 2012 at the Public Safety Building starting at 1000 hours.

Sussex County LEPC Report – Mr. Charles Stevenson

Meetings - There were two LEPC meeting since the last SERC meeting.

July 12, 2012 Sussex LEPC Committee Meeting-There were 20 members/guests in attendance
Topics covered:

- Kris Gontovsky from the DNREC-EPCRA program read the following written report:
- DNREC EPCRA Reporting Program Tier II Update (as of 07/09/2012)
 - I. FUNDS - \$276,000 collected so far this year from 2011 Tier II reports.
 - II. REPORTING
 - A. 1,938 total active facilities.
 - B. 135 facilities have not started their 2011 report.
 - C. 3 facilities have started their 2011 report, but have not finished.
 - III. STEPS FORWARD
 - A. Work on reviewing received submittals for data quality/compliance issues.

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B. Emails/phone calls to facilities with delinquent reports/fees.

C. Work with 911 centers to update street addresses, lat/long coordinates, and corresponding fire district for new facilities.

IV. TIER 2 MANAGER UPDATE: The NASTTPO conference allowed us to make contact with other state staff also using T2M. We now have a collaborative effort with other states utilizing T2M to improve functionality and efficiency of the program.

- Eric Huovinen reported no activations of the Sussex County DECON trailer.
- Kevin Kille from DEMA provided a report:
 - SERC Meeting – The last SERC meeting was held on Wednesday, June 13th, 2102 at DSFS-Dover
 - HMEP Grant - The HMEP Grant period will end on September 30, 2012. A HMEP Grant Sub-Committee was established and met after the June SERC meeting. The committee is charged with the development of a strategic plan of long term goals and objectives, and a statewide training plan.
- Presentations: The discussion centered around the recent HazMat incidents in the Milford area. Dave Mick provided the group with details about the emergency response.

September 13, 2012 Sussex LEPC Committee Meeting-There were 15 members/guests in attendance.

Topics covered:

- Kris Gontovsky from the DNREC-EPCRA program reported on the following changes to the Tier II reports: 40 CFR Part 370 Hazardous Chemical Reporting - Revisions to the Emergency and Hazardous Chemical Inventory Forms:

GOALS FOR THESE CHANGES

1. To assist in developing community emergency response plans.
2. To make reporting easier for facilities.
3. To make the form more user-friendly for state and local officials.

EFFECTIVE JAN 1, 2014 FACILITY REPORTS WILL BE REQUIRED TO INCLUDE:

1. Latitude and Longitude.
2. If they are subject to TRI and the identification number
3. If they are subject to RMP and the identification number.
4. If they are subject to EPCRA section 302.
5. If they are subject to Clean Air Act section 112(r).
6. If the location where hazardous chemicals are stored is manned or unmanned.
7. Maximum number of occupants that may be present at the facility.
8. Contact information for the emergency coordinator, Tier I and Tier II contact, as well as the email addresses of the owner or operator.
9. Maximum and daily averages in range codes that have tightened to more accurately depict the actual amounts present at the facility.
10. Separate data fields for reporting pure chemical and mixtures.
11. Description of the storage types and conditions rather than reporting codes.

IMPLEMENTING CHANGES : New required data elements will be incorporated into the new version of Tier 2 Manager, which will be available January 1, 2014.

- Eric Huovinen reported no activations of the Sussex County DECON trailer.

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- Kevin Kille from DEMA provided a report:
 - *HMEP*: The grant period for FY 11-12 ends 30 September.
 - *SERC*: The next quarterly meeting is on 19 September, 9-11 AM, at the Fire School.
 - *Statewide calendar*: All public meetings, which in our case include SERC, SERC Sub-committees, and LEPC meetings, must be posted to the Statewide calendar no later than 7 days prior to the meeting taking place. Minutes, once approved, must be posted no later than 5 days of the approval date (which is usually the date of the following meeting). Contact Kevin at DEMA for posting the minutes, or for information on how to register for approval to post meetings onto the calendar.
 - *REP*: Quarterly REP Drill at DEMA on 13 September.
 - *Active-Shooter information*: See the DEMA website. On the home page, click on the wording in the center of the page referring to Active Shooter information. On the next page that comes up, click on the wording inside the blue square. A really good video, about 6 minutes in length, provides guidance on how to respond if caught in an active shooter situation.
- **Presentation**: Rob Rogers, Safety Manager for Bayhealth provided a PowerPoint presentation on the recent chemical contamination incident at Milford Hospital. Cheryl Littlefield of Beebe Hospital also provided some additional perspective.
- **Facility Visits**: There have been four facility visits since the last SERC meeting.
 - Schagrin Gas in Georgetown on June 19, 2012
 - BASF in Seaford on July 30, 2012
 - Invista in Seaford on August 15, 2012
 - Pictsweet in Bridgeville on August 16, 2012.
- **HazMat Plan Status**: The process for the yearly review of the Sussex County HAZMAT Response Plan has been completed.
- **Exercise Status**: The Sussex County LEPC has participated in one exercise this quarter, which was the Hurricane Functional Exercise at Sussex EOC on June 26.
- **HazMat Incidents**: In the second quarter of 2012, there were 25 incidents reported.
- **Comments**: Other LEPC activities include:
 - Attended NCC LEPC meetings on July 9th and Sept. 10th
 - Attended Kent County LEPC meetings on July 10th and September 11th.
 - Attended HazMat Workshop Planning Committee meeting on August 16th.
 - Attended SERC Planning and Training Committee meeting on August 23rd.
 - Attended SERC Information and Technology meeting on September 5th.
 - Provided presentation at PATS Aircraft First Responder Recognition Breakfast on July 23rd
 - Provided Ammonia Safety and Emergency Response Training session for first responders on September 17th.

The next Sussex County LEPC meeting is scheduled for November 15, 2012 at 10 a.m. at the Sussex County EOC.

DNREC Report – Ms. Ellen Malenfant

Statistics for the 2nd quarter 2012 show the DNREC Emergency Response Team (ERT) responded to 94 incidents. This is compared to 84 responses in the 1st quarter of 2012. The largest number of responses this quarter was to transportation incidents with 30 responses. The second highest category of responses was “other” which are responses not covered under existing categories at 10 responses.

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The other responses are listed on a separate page. Residential heating fuel releases were the third highest number of responses with 9 responses during this reporting period. Of the 30 transportation incidents, 24 incidents involved the truck fluids, 2 incidents involved fertilizer spills, one incident involved herbicide release, 2 responses involved releases from trash trucks, and one involved a release of product from a rail car. There were no SERT level responses declared this quarter.

Accidental Release Prevention Program Activities: The Accidental Release Prevention Program worked with a propane distribution company in Milton to resolve propane odor complaints from adjacent neighbors. After determining that the company was following best management practices for emptying small propane tanks prior to refurbishing ARP Program engineers provided additional procedures to use to minimize impacting their neighbors.

EPCRA Program Activities: Over 99% of the approximate 1800 Tier II facilities reported on-line using Tier II Manager this year.

DNREC Emergency Response Team (ERT) Activities: On April 10, 2012, DNREC ERT representatives observed the Delaware Bay & River Cooperative (DBRC) boom deployment drill at the mouth of the Simons River near Port Mahon in Dover. The objective of the exercise was to test DBRC's protective booming plan for the Port Mahon area of coastline including DBRC and their contractor's response time from notification to boats and boom in the water. As part of the exercise 2,200 feet of six inch by six inch (6" X 6") barrier boom was deployed and restowed.

On April 24, DNREC ERT participated at the invitation of the Sussex County Local Emergency Planning Committee in Picsweet, General Refrigeration, and Burris Foods annual hazardous materials safety training for their employees that are responsible to respond to anhydrous ammonia leaks from the facilities refrigeration systems. About 12 employees from the companies attended. Mr. Bethard reviewed response safety procedures for ammonia, personal protective clothing, and air monitoring.

On April 24 and 25, DNREC ERT members participated in the United States Coast Guard (USCG), Sector Delaware Bay, National Preparedness for Response Exercise Program (PREP) exercise. DNREC ERT represented the state as the state on-scene coordinator in the Unified Command in response to the initial exercise notification from the USCG that an estimated 3.4 million gallons of crude oil was release from a tanker in Paulsboro, NJ. The USCG and NOAA rolled out a new GIS based oil spill data management system during this exercise that will eventually include state-specific environmental data to help with oil spill response decision making.

On April 27, DNREC ERT responder Matthew Higgins gave a one-hour presentation on the Purpose and Mission of the DNREC - Emergency Response Team (ERT) to the Environmental Issues for Homeland Defense/Emergency Management class at the Delaware Technical College Terry Campus in Dover.

On June 1 through June 3, the DNREC ERT, in conjunction with the Delaware State Police, Delaware State Police Explosive Ordinance Disposal unit, and the 31st Civil Support Team, formed the Joint Hazard Assessment Team (JHAT) responsible for chemical, biological, radiological, and explosive detection and monitoring during the Dover Downs International Speedway spring race events. The JHAT made a visual presence on all three days; and no chemical, biological, radiological, or explosive detection incidents occurred.

On June 2, 2012, DNREC ERT members attended the New Castle County LEPC sponsored table top exercise at Holloway Terrace Fire Company along with other attending State agencies including the

Delaware State Fire School, DEMA, DSP, and DPH. The scenario was a leaking ethylene oxide railcar at Croda in New Castle.

DNREC ERT Responses of Note: On Sunday, April 8, a fire ignited in a mulch pile at the Port Contractors facility at the Port of Wilmington. Winds caused the fire to spread to other piles of wood and some barriers made from bundled tires. A second fire started at the nearby WORC composting facility on Monday, April 9. The DNREC ERT was called out to the two fires on April 9th. WORC took responsibility for the material on both the WORC and Port Contractors' site. DNREC's Beneficial Use Determination (BUD) issued to the facility requires that if temperatures of any of the piles of compost reach 160 degrees Fahrenheit, the site manager is to investigate and call fire officials if necessary. Site monitoring by emergency response personnel found some piles at 1,000 degrees Fahrenheit.

The DNREC ERT oversaw the response and cleanup of a 1300 gallon diesel fuel spill at the Port of Wilmington on April 22nd from an electric fuel pump that supplied fuel to an overhead crane at the pier that failed to shut off. The fuel eventually overfilled the crane's day tank, spilled onto the pier, and drained into the Christiana River. DNREC ERT directed the Port's contractor in an aggressive cleanup response. On April 24, DNREC and the USCG determined that recoverable oil had been cleaned up.

On May 31 DNREC ERT responded to a report of a hazardous materials exposure at Milford Memorial Hospital that closed down the hospital's Emergency Room. Four employees from the Kent County Waste Water Treatment Plant (WWTP) were taken to the hospital after they had been exposed to the chemical Dowtherm from a broken supply line. After hospital staff became symptomatic of exposure to Dowtherm odors, the hospital closed the emergency room. DNREC ERT conducted air monitoring of patients, staff, and impacted areas of the emergency room and investigated the incident at the WWTP. The ERT also worked in conjunction with the Division of Public Health to reopen the impacted areas of the emergency room.

On May 21 DNREC ERT recovered possible meth lab chemicals from a residence at the request of Delaware State Police (DSP). On May 25th DNREC ERT members processed each container, and characterized the hazards. DNREC Enforcement Officers coordinated with the Delaware State Police (DSP) Troop 3 Criminalistics & Drug Units and arranged for a DSP Officer to be on-site to document the mobile lab as the DNREC ERT processed the containers.

On June 29 DNREC ERT responded to a leaking mustard agent 75mm round at Sea Watch in Milford along with the Carlisle (Milford) Fire Company, Dover Air Force Base (DAFB) Explosive Ordnance Disposal (EOD) unit, the Delaware State Police EOD and the Kent County DECON team.

SERC OLD BUSINESS

- **HazMat Transportation Study:** See Planning & Training Committee report from August 23, 2012 (page 3 above).

- **SERC Annual Report FY 2012:** Final draft of SERC Annual Report dated 9/12/12 was circulated to full SERC membership prior to meeting and was approved as written following a motion by Mr. Robert Newnam and second motion by Mr. Dave Irwin. The report and cover letter will be sent to the SERC Chair for forwarding to the Governor's office. Printed copies of the SERC Annual Report will be distributed to SERC membership and will be uploaded to SERC website once approved by the Governor.

SERC NEW BUSINESS:

- **Title 29, Chapter 100, Freedom of Information Act (FOIA):** The SERC Executive Director reminded members of the Delaware state requirement that all public bodies, including SERC and their standing committees and Local Emergency Planning Committees (LEPC), give public notice of their regular meetings and/or of their intent to hold an executive session closed to the public at least 7 days in advance of the meeting. The notice shall include the agenda, the date, time and place of meeting and whether such meeting will be conducted by video-conferencing. Meeting minutes from public meetings shall be posted electronically to the State of Delaware Public Meeting Calendar website within 5 days of final approval of said minutes. It is the responsibility of each Chair person to assure compliance with this regulation. For complete information regarding FOIA go to <http://delcode.delaware.gov/title29/c100/index.shtml>. The Delaware State Public Meeting Calendar can be viewed at: <http://egov.delaware.gov/pmc/>
- **Presentation:** "*Chemical Contamination Incident at Bayhealth-Milford Hospital – May 31, 2012*". Presenter - Constable Rob Rogers, Bayhealth Manager of Safety, Security and Valet. Additional guests were Cheryl Littlefield, RN, CHEP, Emergency Management Coordinator, Beebe Medical Center and Andy Wile, Emergency Management Coordinator, Nanticoke Hospital. The presentation provided an overview and lessons learned after the Bayhealth Milford Emergency Department (ED) became contaminated when 4 individuals suffering symptoms of exposure to hazardous heat transfer fluid self-presented to the hospital's ED, forcing it to divert patients and implement extensive emergency response and decontamination procedures. The presentation was extremely informative.

CLOSING COMMENTS – The next SERC meeting will be December 12, 2012 @ 9 am at the Delaware Fire School. The meeting adjourned at 10:48 am

Minutes Drafted by:

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